



JOB DESCRIPTION

JOB TITLE:	Health Centre Assistant (HCA)		
DEPARTMENT:	Health Centre	SCHOOL:	Senior and Prep
REPORTS TO:	Health Centre Manager		

PRINCIPAL PURPOSE:

To assist the Health Centre Nurses in delivering quality health care to all students in a safe and healthy environment.

KEY TASKS:

- Understand and adhere to Wycliffe Policies and Procedures.
- Undertake specific tasks, delegated by the Health Centre Nurses, following the appropriate training.
- Be prepared to attend appropriate training courses/study days as advised by the Health Centre Nurses.
- Carry out care and treatment of pupils and staff either admitted to the Health Centre or those who seek first aid treatment on visiting the Health Centre.
- When on call, give evidence based telephone advice to houses seeking medical support for students and, following training, be able to triage whether a house visit is necessary or whether a student needs to attend an out of hours hospital service.
- Ensure a verbal or written handover is given to the nurses prior to going off shift.
- Order and collect meals for students who stay in the Health Centre from the dining hall
- Assist the Health Centre Nurses in the smooth running of the Health Centre and provision of care.
- Be able to work effectively as a team member and to be able to communicate with staff, parents and pupils over the phone, by email and face to face to ensure all relevant information is disseminated.
- Be able to communicate and empathise appropriately with students of all ages. Provide emotional support and promote well being
- Support and provide advice to school staff on health care matters as required
- Maintain treatment room stock, hygiene and tidiness.
- Maintain contents of First Aid boxes/kits around the site and for trips
- Be aware of recommended safe storage, usage and disposal of medical supplies and drugs.
- Maintain medical records accurately, confidentially and safely.
- Display discretion and a good understanding of confidentiality and data protection.
- Keep medical documentation to a high standards ensuring the accurate and rapid retrieval of information.
- Ensure that the school management system (iSAMS) is kept up to date with relevant health information.
- General administration duties as detailed by the Health Centre Nurses, including answering the phone
- Provide 'on-call' telephone cover for the College on designated nights and be prepared to come onto site to care for students as required by Housemaster/Mistress. If caring for a student overnight be aware of the wider school support system if you are concerned about a student.
- Any other reasonable ad hoc duties as requested

OTHER TASKS:

- Understand and comply with the College's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.
- Understand and comply with the College's Health and Safety Policy statement.
- Understand and comply with the College's GDPR and Data Protection Policy.
- Work with administrative staff to provide information requested by them for the efficient management of Wycliffe's financial and other administrative purposes to support the effective pursuit of Wycliffe's educational and pastoral goals.
- Undertake any other key tasks that the Head of the College may reasonably assign.



PERSON SPECIFICATION

JOB TITLE:	Health Care Assistant (HCA)
DEPARTMENT:	Health Centre

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

	REQUIREMENT: E - Essential D - Desirable	MEASURED BY: A - Application Form/References B - Interview C - Scenario Questions
KNOWLEDGE AND EXPERIENCE:		
<ul style="list-style-type: none"> • Working with in a healthcare setting • Working with confidential information • Planning effectively • Working with children in a school environment • IT literate (Word, Excel, Outlook) 	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p>	<p>A - C</p>
SKILLS (THE ABILITY TO):		
<ul style="list-style-type: none"> • Work with children. • Communicate and empathise appropriately with students of all ages. • Work effectively as a team member and be able to communicate with a range of people. • Support and provide advice to school staff on health care matters. • Carry out care and treatment of pupils and staff either admitted to the Health Centre or those who seek first aid treatment on visiting the Health Centre. • Understand and adhere to Wycliffe Policies and Procedures. • Follow instructions and guidelines. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A - D</p> <p>A - C</p>

Cont .../

<ul style="list-style-type: none"> • Implement and follow procedures for the recommended safe storage, usage and disposal of medical supplies and drugs. • Maintain appropriate levels of Treatment Room stock, hygiene and tidiness. • Display discretion and a good understanding of confidentiality and data protection. • Maintain medical records accurately, confidentially and safely. • Keep medical and other documentation to a high standard, ensuring the accurate and rapid retrieval of information. • Use computerised systems, ensuring the school management system (currently ISAMS) is kept up to date with relevant health information. • Provide general office/secretarial services to the Health Centre Nurses. • Prioritise the workload and demonstrate time management skills. • Attend training courses/study days as advised by the Health Centre Nurses. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>A - C</p>
QUALIFICATIONS:		
<ul style="list-style-type: none"> • Office Administration e.g. NVQ Level 3 	<p>D</p>	<p>A - C</p>

ISSUED: November 2020